

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held November 20, 2020 at 8:00 A.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President Caliguire.

This is a Regular Meeting of the Somerset County Park Commission, and adequate advance notice of this meeting has been provided by publication in The Courier News on November 21, 2019 and the Star Ledger on November 22, 2019. Notice was also posted on the bulletin board at the entrance in the Somerset County Park Commission Headquarters and filed with the Somerset County Clerk, in compliance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

Pursuant to recently issued emergency regulations promulgated by the Director of the Division of Local Government Services (codified as N.J.A.C. 5:39-1.1 through 1.7) the Somerset County Park Commission is now advising that its specifically aforementioned meetings shall be held remotely and virtually via the Zoom video conferencing platform for Park Commissioners in conjunction with in-person meeting for members of the public. Adequate advance notice of a remote public meeting in conjunction with in-person meeting was advertised in The Courier News on October 9, 2020 and the Star Ledger on October 12, 2020. Notice was also posted on the main public entrance at Somerset County Park Commission Headquarters.

Park Commission Counsel, Eric Bernstein added that in light of COVID-19 mandates, this meeting was made open to the public and social distancing measures were in place. Park Commission Headquarters were unlocked and "Building Closed" signs were removed from the entryway.

President Caliguire called the meeting to order.

Roll Call:

PRESENT*

Mark Caliguire

Paul Drake

Helen Haines

DJ Hunsinger

Jim Leonard

Kevin McCallen

Dot Paluck

Melonie Marano

Freeholder Liaison - alt

ABSENT

Doug Ludwig

Scott Ross

Other staff members present were:

Geoffrey Soriano, Secretary-Director*	Bob Ransone, Dep. Dir., Golf Ops.*
Janine Erickson, Executive Assistant*	Cindie Sullivan, Asst. Director
Pierce Frauenheim, Dep. Dir., Park Ops.*	Dina Trunzo, Admin, Leisure & Comm. Svc

*Participated via video conference. In light of the current COVID-19 mandates, Commissioners, Counsel, Public Relations, and Senior Management staff were asked to participate in this meeting remotely.

Also in attendance via video conference: Eric Bernstein, Legal Counsel and Rich Reitman, Public Relations.

Members from the public in attendance:

Terry Heide, Gillette, NJ	Robin Gehringer, Basking Ridge, NJ
Claudia Mott, Millington, NJ	Steve Zamek, Hillsborough, NJ

PRESENTATION OF SERVICE AWARDS

The in-person presentation of service awards has been postponed at this time.

The below listed employees earned service awards for November, 2020

- ~ Jorge Diaz – 15 Years of Service
- ~ Cynthia Lancaster – 15 Years of Service
- ~ Karen Behr – 15 Years of Service
- ~ Michael Havay – 15 Years of Service

OPEN MEETING FOR PUBLIC COMMENT

Members from the public posed questions to the Commission regarding the future management of Lord Stirling Stable.

APPROVAL OF THE MINUTES

President Caliguire called for the approval of the minutes of the regular meeting held on October 15, 2020. Moved by Commissioner McCallen; seconded by Commissioner Hunsinger. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were moved by Commissioner Leonard; seconded by Commissioner Hunsinger. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

Resolution R20-234 – Transfer of Appropriations

Resolution authorizes transfer of appropriations.

Resolution R20-233 – Transfer of Capital Appropriations

Resolution authorizes the canceling and reappropriating certain open space trust authorization balances provided for various open space projects.

Resolution R20-235 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$2,610,967.65 comprised of Claims in the amount of \$1,146,437.50, Other Expenses in the amount of \$168,508.80, and Salaries and Wages in the amount of \$1,296,021.35 for the period of October 15, 2020 through November 18, 2020.

Resolution R20-236 – Refund of Recreation Fees

Resolution refunds recreation fees.

Resolution R20-237 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$16,686.75.

Resolution R20-238 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-239 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-240 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-241 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-242 – Authorizing Additional Funding for Previously Awarded Contracts (Pending Requisition)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R20-243 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts

Resolution cancels and amends certification of funds for previously awarded contracts.

DIRECTOR'S REPORT

Director Soriano submitted a report for the month of October 2020.

COMMISSION CORRESPONDENCE

1. Letter received from Audubon International recognizing Quail Brook Golf Course for environmental excellence.

2. Letter received from Princeton Junction residents, Jeff Hammer and Judy Goetz, thanking Park Ranger Corriero and Park Ranger Austin Domingos for assistance they provided to their hiking companion who sustained an injury on the Sourland Mountain Preserve.
3. Email received from Bridgewater-Raritan resident, Nick Lapadula requesting the installation of a Disc Golf Course at Duke Island Park.
4. Email received from Maryjane Hydro of SCJIF regarding 2020 SCPC return of surplus in the amount of \$64,337.00.
5. Email received from Edison Tong, from IMPACT Youth Club, a non-profit organization that helps communities through volunteer work in music and art, regarding donating 96 energy-efficient LED bulbs to the Park Commission.
6. Email received from Michael Plan, whose daughter participates in the TR programs, to offer thanks to and praise for TR Coordinators, Lisa Kazman and Gwen Leubner.

CONSENT AGENDA

RESOLUTIONS

The following resolutions were moved by Commissioner Hunsinger; seconded by Commissioner McCallen. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

Resolution R20-244 – Accepting the 2019 Audit Report

Resolution accepts the 2019 Audit Report as prepared by Suplee, Clooney and Co.

Resolution R20-245 – Adopting Revised Seasonal and Part-Time Hourly Wages

Resolution adopts revised seasonal and part-time hourly wages for 2021.

Resolution R20-246 – Establishing a Policy for Granting Requests for a Deer Depredation Permit

Resolution establishes a policy for granting requests from farm parcel licensees for a deer depredation permit.

Resolution R20-247 – Authorizing use of County Contract for Purchase of Bottled Water and Cooler Rental or Individual Bottled Water

Resolution authorizes purchases from W.B. Mason.

Resolution R20-248 – Authorizing use of County Contract for Purchase of Paper and Envelopes

Resolution authorizes purchases from Paper Mart, Inc., Paterson Card & Paper Co dba Patterson Papers, and W.B. Mason.

Resolution R20-249 – Authorizing use of County Contract for Purchase of Snow Plow, Salt Spreaders and Hydraulics and Controls

Resolution authorizes purchases from A&K Equipment Co. Inc.; Cliffside Body Corp; Bristol Donald Co. Inc.; Creston Hydraulics, Inc.; Dejana Truck & Utility Equipment Co, LLC; Tony Sanchez Ltd.; and Trius Inc. with costs not to exceed \$6,000.00.

Resolution R20-250 – Awarding Contract for Testing and Monitoring of Fire Alarms and Security Systems

Resolution awards contract to Vanwell Electronics LLC with costs not to exceed \$19,345.00.

Resolution R20-251 – Authorizing use of County Contract for Purchase of Equipment and Tool Rental

Resolution authorizes purchases from Herc Rentals; PSI Process; Sunbelt Rentals Inc.; Equiptech LLC; Pave-Rite, Inc.; and Jet Vac Equipment.

Resolution R20-252 – Awarding Contract for Purchase of Animal Feed and Supplements

Resolution awards contract to Frank Carrajat dba Middle Valley Farms for Option A: Hay, and Bohonyi Corp for Option B: Grain and Option C: Supplements with costs not to exceed \$42,000.00.

Resolution R20-253 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: Toro Sprayer/Spreader

Resolution authorizes purchase from Storr Tractor Company with cost not to exceed \$8,110.00.

Resolution R20-254 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: John Deere Utility Tractor and Loader

Resolution authorizes purchase from Deere & Co., with cost not to exceed \$36,372.52.

Resolution R20-255 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: Groundmaster 3500-D

Resolution authorizes purchase from Storr Tractor Co. with cost not to exceed \$34,215.77.

Resolution R20-256 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: John Deere 2550 Triple Cut Triplex Mower

Resolution authorizes purchase from Deere & Co. with cost not to exceed \$36,455.65.

Resolution R20-257 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: Club Car Carryall 502

Resolution authorizes purchase from Vic Gerard Golf Cars with cost not to exceed \$10,946.00.

Resolution R20-258 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: Hudson Brother Trailer

Resolution authorizes purchase from Cherry Valley Tractor Sales with cost not to exceed \$9,631.66.

Resolution R20-259 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: 325G Track Skid Steer

Resolution authorizes purchase from Jesco Inc. with cost not to exceed \$63,316.80.

Resolution R20-260 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment: Ford F150

Resolution authorizes purchase from DFFLM, LLC T/A Distchman/Flemington Ford with cost not to exceed \$33,665.25.

COMMITTEE REPORTS

CFO's Report

Commissioner Ross, Chair of the Committee, submitted a report for the month of October 2020.

Director Soriano stated that despite the cancellation of programs and events this year due to the pandemic, Golf revenue and number of rounds played have exceeded expectations. As a result, the Park Commission has met its anticipated revenue projections and will have a surplus for 2020.

HUMAN RESOURCES

Commissioner Leonard, Chair of the Committee, submitted a report for the month of October 2020.

LEISURE SERVICES

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of October 2020.

Cindie Sullivan, Assistant Director, stated that Dina Trunzo received an award from the New Jersey/Eastern Pennsylvania Therapeutic Recreation Association for recognition of her work and dedication to making TR a licensed profession in the State of New Jersey.

Dina Trunzo, Administrator Leisure and Community Services, stated that the Park Commission will be assisting the Somerset County Sheriff's Department with this year's toy collection for Toys for Tots by holding drive-by donation days at Neshanic Valley Golf Course on Friday, November 27th and Saturday, December 5th at Colonial Park, Duke Island Park, the EEC, and Lord Stirling Stable. Dina, at the request of Commissioner Leonard, will look to have electronic signs posted regarding these collection events where feasible.

GOLF MANAGEMENT

Commissioner Paluck, Chair of the Committee, submitted a report for the month of October 2020.

Bob Ransone, Deputy Director, Golf Management reported that golf play continues to exceed expectations due to mild weather. The Black Friday Gift Card sale will take place Friday, November 27th through Sunday, November 29th. This year there will be a \$500,000.00 cap to gift card sales. It is intended that a second gift card sale event will be scheduled over Presidents Day weekend in February 2021. Bob thanked the County Graphic Department for assisting with the design of a flyer for the gift card event.

INFORMATION MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of October 2020.

Cindie Sullivan reported that the Park Commission is in the process of transitioning to Office 365 and thanked IM Coordinators, David Metch and Steven Crofts for their management of the migration process.

VISITOR SERVICES

Commissioner Ross, Chair of the Committee, submitted a report for the month of October 2020.

PROPERTY MANAGEMENT

Pierce Frauenheim, Deputy Director Park Operations, stressed the need for granting permission to farm licensees who seek deer depredation permits through the NJ Department of Environmental Protection's (NJDEP) Division of Fish and Wildlife. Failure to consider these requests will result in the loss of farmers willing to license Park Commission properties; thus creating a loss in stewardship of these parcels.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for October 2020.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner McCallen, Chair of the Committee, submitted a report for October 2020.

PARK MAINTENANCE & HORTICULTURE

Commissioner Hunsinger, Chair of the Committee, submitted a report for October 2020.

Pierce Frauenheim, Deputy Director, Park Operations, is working with Jessica Patterson at NJDEP to resolve issues identified in a recent inspection report issued by NJDEP for Park Commission owned Open Space properties. Staff continues the winterization of park facilities and the planting of bulbs at the perennial garden at Colonial Park.

AUDIT COMMITTEE

The 2019 Audit has been received, reviewed and approved by the Audit Committee.

FREEHOLDERS REPORT

Freeholder Marano gave kudos to Park Maintenance staff for their maintenance of the Raritan River Greenway Trail; which she walked over the weekend. The County is ramping up to supply more COVID-19 tests in response to the increasing number of COVID-19 cases. Freeholder Marano thanked the Park Commission for their assistance offered to the County Sheriff's Department with toy collection for this year's Toys for Tots program.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

Director Soriano stated that he was in receipt of a request from Steve Zamek, a farm licensee of three farm parcels: Milich Parcel, Birjan Parcel and Bibeau Parcel; to apply for a Deer Depredation Permit through the NJDEP's Division of Fish and Wildlife (the "Division"). The request comes in light of the amount of crop damage Mr. Zamek has sustained on his farm parcels. As property owners of these parcels, the Park Commission must consider granting approval for Mr. Zamek to seek the permit through the Division. Director Soriano is presenting Mr. Zamek's request to the Commission to grant him permission to seek a Deer Depredation Permit. Discussion ensued and it was agreed that permission be granted to Mr. Zamek with additional conditions added to the Permit. These conditions include dates and times for hunting, insurance requirements, release/waiver/indemnification requirements for those hunting, and restrictions on the method of disposal of deer carcasses. It was decided that it is in the best interest of both parties to maintain the viability of farming on Park Commission properties and that Deer Depredation requests be granted and restrictions imposed in accordance with each particular property. Permission granted to Mr. Zamek will be memorialized in a resolution presented at the December Park Commission Meeting.

A proposed schedule of dates and times for the 2021 Park Commission Monthly Meetings was distributed to the Commissioners and Freeholder Liaison for review. The dates and times presented were amenable to the Commissioners and will be approved at the December Park Commission Meeting.

Freeholder Marano reminded those Commissioners with expiring terms to upload their resume and letter of intent should they seek consideration for reappointment in 2021.

Seeing no further business, a motion to adjourn the meeting at 9:13 A.M. was moved by: Commissioner Haines; seconded by: Commissioner Paluck. YEAS: Commissioners Drake, Haines, Hunsinger, Leonard, McCallen, Paluck, and President Caliguire. NAYES: None. ABSENT: Commissioners Ludwig and Ross.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Geoffrey D. Soriano". The signature is stylized with a large, sweeping initial "G" and a long horizontal stroke extending to the right.

Geoffrey D. Soriano
Secretary-Director

A handwritten signature in blue ink, appearing to read "Janine Erickson". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke.

Janine Erickson
Executive Assistant